

## **ACTION PLAN TO ASSIST SELF-REPRESENTED LITIGANTS**

County \_\_\_\_\_

Team Leader \_\_\_\_\_

- 1. What target group(s) will be served?**
- 2. What kinds of services will be offered?**
- 3. What are the major languages that are spoken in your community? What resources do you have for translation, interpretation?**
- 4. Where will you provide services?**
  - a) At the courthouse**
  - b) In the community – at what locations?**
- 5. What resources are available at the state level that you can use/adapt?**
- 6. What programs are in place that can be built on?**
- 7. What materials do you have that could be adapted for statewide use?**
- 8. A. Which key decision makers do you need to approve your proposed program(s)?  
B. How will you convince them?**
- 9. Assuming you will expand your county team to further plan and implement your program(s), who else will be included in the implementation team? Please list names and titles of potential implementation team members below.**

- A. Judges –
- B. Court Administrators –
- C. Private Bar representatives -
- D. Law Librarians –
- E. Small Claims Advisors –
- F. Family Law Facilitators –
- G. Coordinators of Legal Services Programs Operating Partnership Programs
- H. Other Self-Help programs
- I. Law School Clinics
- J. Domestic Violence Advocates –
- K. Legal Services Representatives

- L. Community Representatives –
- M. Family Court Services –
- N. Academics with Interest in this Issue –
- O. Public Librarians
- P. Youth Members
- Q. Legislative Representatives
  - Board of Supervisors
  - State & Federal Representatives
- R. Schools
- S. Persons involved with the Community based strategic planning team.

**10. Resource Issues**

- A. Is there a way to re-engineer existing court programs to limit the need for new funds?  
Note below some ideas for doing this.
- B. What will it cost to establish your program(s)? How will it be funded?
- C. How will you promote the program to funding sources?
  - i. At the state level?
  - ii. At the local level?
  - iii. Others? (E.g., grant-making groups, private/public foundations community funders such as )
- D. What will be the required level of staffing, and what skills and training will staff require?
- E. What kinds of technology will you utilize (e.g., personal computers, Internet, interactive voice-telephone response systems, informational videos that explain court procedures, etc.)?
- F. What amount of space will be needed? Will the program be housed in the courthouse or elsewhere? If in the courthouse, how will you ensure it is easily accessible?

**11. With whom can or should you develop partnerships?**

**12. What role will each partner play?**

**13. What regional partnerships might be possible?**

**14. What counties might be appropriate to partner with?**

**15. Who will advocate your program to the following constituencies?**

- A. The courts (judges and court personnel)
- B. The bar
- C. The public
- D. The legislature and Board of Supervisors
- E. Others (specify)
- f. Media

### **B. Management Plan and Timeline**

**16. The projected time frame for planning and implementing the program is: \_\_ months, beginning \_\_\_\_\_.**

**17. List below the tasks to be completed to implement the program(s) and the person responsible for completing the task.**

**Months 1-3 (insert dates)**

<b>Task</b>	<b>Person responsible</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	
<b>11.</b>	
<b>12.</b>	
<b>13.</b>	
<b>14.</b>	
<b>15.</b>	

**Months 4-6 (insert dates)**

<b>Task</b>	<b>Person responsible</b>
<b>1.</b>	

<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	

**Months 7-9 (insert dates)**

<b>Task</b>	<b>Person responsible</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	

**Months 10-12 (insert dates)**

<b>Task</b>	<b>Person responsible</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	

<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	

### **C. Post-Implementation Issues**

- 18. What criteria will you use to evaluate the program's effectiveness?**
- 19. Who will conduct the evaluation?**
- 20. Since true institutional change transcends personalities and outlives its initial creators, what steps will you take to ensure that your program will be self-sustaining, and not dependent on a strong sponsor or other individual for its continuance?**